SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 29TH NOVEMBER 2021 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

PRESENT Cllrs: Ms S. Sullivan (Chairman) R. Lee, Mrs R. Moore and I. Fuller

In attendance: Premises & Facilities Manager (P&FM) (left at 20.00 pm)
Committee Clerk
2 Members of the Public
Cllr Miss S. Byrne-Lagrue

40 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr A. Potts and Cllr R. Carson.

41 **CO-OPTION ONTO COMMITTEE** – none required.

42 **DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA** – there were none.

43 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 20th September 2021

RESOLVED: (a) that 5 young hedge plants had been received instead of 30 as quoted in minute No 36 of the meeting held on the 20th September 2021; the minutes would be amended accordingly

(b) with this amendment the minutes were approved as a correct record.

44 **PUBLIC QUESTION TIME** – two members of the public were in attendance regarding minute number 58 – Regular Hirer.

(After raising questions about matters of hire 2 members of the public left the meeting)

Cllr Miss S. Byrne – Lagrue attended the meeting as a member of the public to speak about the hire of the Parish Centre on behalf of an organisation for whom she volunteered. It became apparent from the questions raised that it formed a complaint. *(The Premises & Facilities Manger left the meeting).*

The Chairman advised the member to submit any complaint, in writing, to the council through the correct complaints procedure. *(Cllr S. Byrne-Lagrue left the meeting)*

Cllr Lee left the meeting at 8.06 pm; the meeting was suspended as it became inquorate, Cllr Lee returned at 8.10 p.m. and the meeting resumed business at 8.20 p.m.

45 **BUDGETS AND FINANCE**

45.1 **BUDGET REPORT** for Period September 2021 – November 2021

RESOLVED: the report attached at appendix 1 be approved and accepted.

45.2 **FINANCE AND MARKETING OFFICERS REPORT**

Members received a written report from the Finance and Marketing Officer regarding new customers. RESOLVED: that:

(a) Unsold pantomime tickets could be offered to a local women's refuge via the City Council on a free of charge basis, as a charitable gesture to those in difficult circumstances. Suitable refreshments could be included with the ticket.

(b) remainder of the information was noted.

46 **GRANT APPLICATIONS**

Members were advised that the P&FM had applied for the following grants:

- New picnic table/bench and planting for the community garden – **National Lottery Community Fund application submitted –** this grant was unsuccessful based on lack of community involvement
- Additional chairs for the Council Chamber – **RCCE Covid Safe Buildings Fund –** grant successful
- Additional lockers for hirers who wished to store items - **RCCE Covid Safe Buildings Fund –** grant successful
- **Floor cleaning machine for the Parish Centre – RCCE Covid Safe Buildings Fund –** grant successful
- **Funding for lift refurbishment – National Lottery Grant submitted**

The P&FM would resubmit the Community Fund Grant for the community garden and look into funding for LED lighting and additional CCTV cameras.

RESOLVED: that members acknowledge the work the P&FM had done on completing successful grant applications and passed on their thanks to her.

47 **LIFT AT PARISH CENTRE**

Further to the previous meeting 3 companies had now quoted on a like for like basis for the lift refurbishment and replacement of obsolete parts to comply with current safety and DDA standards:

Company A - £26,895.00
Company B - £25,529.45
Company C - £19,213.00

Members were asked to consider how they wished to proceed and fund these significant works should the Grant Application be unsuccessful.

RESOLVED: that (a) additional information is provided on the upgrading and making good of the lift;

(b) the P&FM provide members with the outcome of the grant application before a decision is made on funding.

48 **PURCHASE OF DISHWASHER**

Members were advised, via email, that a new dishwasher had been purchased and installed in the Bowers Hall kitchen for exclusive use by the café.

RESOLVED: that the information was noted.

49 **TREE SURVEY REPORTS**

Members were advised that the P&FM had submitted a planning application for works on the two Oak Trees along the public footpath adjacent to the library. Once approval was received quotations for works on the trees would be obtained. The library had been invoiced for 60% of costs so far as per the SLA.

RESOLVED: that the information was noted.

50 **OUTSIDE LIGHTING**

Members were advised that following complaints from customers about lighting in the carpark, 3 new timed flood lights had been installed, 2 to the front of the building and 1 on the workshop. The costs were £530.62 and were completed as health and safety works under N/C 5832 General Maintenance. Since the installation of the 3 new lights there had been no further complaints.

The lamp column in the carpark that no longer worked had been reported to Highways. However, this does not appear to be adopted by them so it was unlikely this would be repaired.

RESOLVED: that members agreed the lamp column located at the hammerhead of the highway land should remain out of use and the remainder of the information was noted.

51 **DISABLED TOILET ALARMS**

The disabled toilet alarms in the building had now been updated to ensure they were audible and had alarm lights on the outside walls to alert others that someone required assistance. The upstairs disabled toilet did not have any alarm installed and this had now been rectified. All works cost £413.55 from N/C 5832 General Maintenance and were completed as a Health and Safety requirement.

RESOLVED: that the information was noted.

52 **LIBRARY BRICKWORK AND CABLES** (at front of building)

Despite regular emails no response had been received on either matter from Essex Property Services, the P&FM continued to chase this.

RESOLVED: that the information was noted.

53 **KITCHEN SHUTTER**

Following the annual service, to the Bowers Hall Kitchen shutter works had been identified. The approx. cost being £2500. The shutter had obsolete parts and any modifications would need to meet new safety standards. It was recommended therefore that a completely new shutter be installed. The Premises Manager would obtain further quotations for comparison.

RESOLVED: that the P&FM provides additional information before the next meeting to indicate whether the kitchen shutter was currently functioning and met current standards.

54 **ROOF SAFETY SYSTEM**

The company that carries out the annual service on the roof safety system had advised that the safety rail that protects staff from falling through the roof hatch required remedial works. £1160.64 had been quoted by the current supplier.

Members were asked to consider purchasing a new Safety Harness, prices varied the maximum price being around £150 to be taken from N/C: 5832 General Maintenance.

A 10 yearly "pull" test be was also required to fittings to ensure these would hold fast if someone fell.

RESOLVED: that:

(a) the remedial works on the safety rail be carried out and advised that the P&FM proceed with the most cost-effective quotation as it was a Health and Safety requirement and members be updated with the details in future;
(b) a safety harness be purchased and funded from N/C: 5832;
(c) quotations for the 10 yearly "pull" test be obtained.

55 **MOBILE PHONES**

Members were advised the P&FM mobile 'phone was very slow and did not hold a charge and the Site Supervisors had old style Nokia phones. It would be beneficial to Site Supervisors to access work emails on their phones to aid communication within the team as they do not currently have email access.

RESOLVED: that in principle employee phones be upgraded following additional information regarding the costs.

56 **POLICIES TO BE REVIEWED**

Health and Safety Policy/ Policy Statement - the amendments agreed at the meeting of 20th September 2021 had now been made.

RESOLVED: that the Health and Safety Policy / Policy Statement be signed by the Chairman of the Council.

57 **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED: that in accordance with the Admission to Meetings Act 1960, members of the public and press were instructed to withdraw due to the confidential nature of the business to be transacted.

58 **REGULAR HIRER**

RESOLVED: Members agreed to a further 10% discount for room hire effective from 1st April 2022 to 31st March 2023 being applied. A formal application for discounts beyond this date must be submitted by the 31st October 2022, to allow consideration of any discounts being granted beyond 31st March 2023.

59 **SMALL CLAIMS COURT UPDATE**

RESOLVED: that the item be deferred to the next Premises Committee meeting.

Cllr S. Sullivan
Chairman

Meeting closed at 8.45 p.m.

Signed............ .... Chairman Date ......24/1/22......................

Date: 17/11/2021
Time: 11:48:24

Springfield Parish Council
Budget Report

Appendix 1

From: Month 6, September 2021
To: Month 8, November 2021

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
4008 1st Floor Council Chamber Hire	672.48	2.39	0.00	672.48	1,291.59	1.62	13,849.11	(12,557.52)
4019 Grants	2,158.00	7.66	0.00	2,158.00	14,158.00	17.75	0.00	14,158.00
4106 Daffodil Room (formerly Changi	731.00	2.60	0.00	731.00	9,305.48	11.67	9,750.03	(444.55)
4107 Miscellaneous receipts	0.00	0.00	0.00	0.00	48.00	0.06	5,000.00	(4,952.00)
4108 Refreshments Income	8.00	0.03	0.00	8.00	8.00	0.01	8,677.83	(8,669.83)
4110 Bowers Hall Income Regular	7,533.92	26.75	0.00	7,533.92	15,090.14	18.92	33,750.03	(18,659.89)
4111 Bowers Hall Income Occ.	30.00	0.11	0.00	30.00	33.75	0.04	0.00	33.75
4112 Springfield Room Income Regul	2,888.00	10.26	0.00	2,888.00	4,705.00	5.90	8,250.03	(3,545.03)
4113 Springfield Room Income Occ.	425.28	1.51	0.00	425.28	776.88	0.97	1,125.03	(348.15)
4114 Chelmer Room Income Regular	326.00	1.16	0.00	326.00	3,263.60	4.09	13,125.03	(9,861.43)
4115 Chelmer Room Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	1,500.03	(1,500.03)
4116 Annex Income Regular	304.00	1.08	0.00	304.00	6,685.17	8.38	13,125.03	(6,439.86)
Kitchen Income Regular	566.50	2.01	0.00	566.50	991.50	1.24	750.03	241.47
4119 Kichen Income Occ.	141.00	0.50	0.00	141.00	141.00	0.18	33.78	107.22
4125 Cleaning Costs Income	351.16	1.25	0.00	351.16	351.16	0.44	396.75	(45.59)
4126 Damage Deposits	0.00	0.00	0.00	0.00	0.00	0.00	300.03	(300.03)
4127 Library Rate 1	18.00	0.06	0.00	18.00	18.00	0.02	0.00	18.00
4133 Storage	(41.95)	(0.15)	0.00	(41.95)	802.61	1.01	1,562.00	(759.39)
4132 LCD Projector hire	0.00	0.00	0.00	0.00	12.00	0.02	871.35	(859.35)
4200 Boleyn Room	6,704.42	23.81	0.00	6,704.42	13,927.45	17.46	19,875.03	(5,947.58)
4010 Catering bar facility	0.00	0.00	0.00	0.00	0.00	0.00	2,838.53	(2,838.53)
4202 Library Sundries (NEW)	5,345.84	18.98	0.00	5,345.84	8,158.68	10.23	13,259.49	(5,100.81)
	28,161.65	100.00	0.00	28,161.65	79,768.01	100.00	148,039.14	(68,271.13)
Expenditure								
5510 Electrical - Supply Costs	972.47	3.45	0.00	(972.47)	3,547.51	4.45	8,600.00	5,052.49
5520 Electrical - Maintenance Lamps	0.00	0.00	0.00	0.00	57.00	0.07	350.00	293.00
5522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	75.00	0.09	60.00	(15.00)
5523 Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	275.73	275.73
5530 SPC Gas costs	536.77	1.91	0.00	(536.77)	1,706.29	2.14	7,200.00	5,493.71
5540 Gas - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	2,570.00	2,570.00
5550 Water - Supplies and Services	332.16	1.18	0.00	(332.16)	1,063.66	1.33	2,101.25	1,037.59
5560 Water - Maintenance Testing	85.50	0.30	0.00	(85.50)	1,111.10	1.39	1,323.79	212.69
5561 Water - Tank Cleaning/Chlorina	325.00	1.15	0.00	(325.00)	325.00	0.41	341.33	16.33
5570 SPCentre - Rates	3,974.40	14.11	0.00	(3,974.40)	11,923.65	14.95	13,662.23	1,738.58
5 Refuse Services	0.00	0.00	0.00	0.00	0.00	0.00	3,001.20	3,001.20
55 SPC library Sundries (NEW)	2,375.19	8.43	0.00	(2,375.19)	8,871.53	11.12	13,251.20	4,379.67
5602 - Refreshment supplies	0.00	0.00	0.00	0.00	0.00	0.00	8,677.83	8,677.83
5620 Hygiene Contracts	68.75	0.24	0.00	(68.75)	828.91	1.04	1,157.00	328.09
5640 Telephone - CDM	233.14	0.83	0.00	(233.14)	937.19	1.17	1,537.50	600.31
5641 Telephone - Internet	0.00	0.00	0.00	0.00	511.85	0.64	977.00	465.15
5652 Hardship fund (for 21 2022 yea	0.00	0.00	0.00	0.00	0.00	0.00	5,475.02	5,475.02
5660 Insurance Buildings and Conten	0.00	0.00	0.00	0.00	6,872.59	8.62	8,362.00	1,489.41
5670 Security - Keyholding Services	475.35	1.69	0.00	(475.35)	475.35	0.60	513.53	38.18
5671 Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	0.00	0.00	120.00	120.00
5710 Housekeeping Consumables	1,402.14	4.98	0.00	(1,402.14)	2,398.76	3.01	3,500.00	1,101.24
5720 Stationery and Equipment	66.00	0.23	0.00	(66.00)	609.44	0.76	1,000.00	390.56
5721 Postage	50.00	0.18	0.00	(50.00)	150.00	0.19	420.25	270.25
5750 Staff Courses	0.00	0.00	0.00	0.00	460.00	0.58	979.00	519.00
5760 Salaries - Dept 1	23,825.53	84.60	0.00	(23,825.53)	82,577.95	103.52	152,020.00	69,442.05
5790 PRS/PPL Music Licensing Fees	231.64	0.82	0.00	(231.64)	458.76	0.58	1,537.50	1,078.74
5801 Engineer Call Outs	0.00	0.00	0.00	0.00	0.00	0.00	692.90	692.90
5820 Fire - Fighting Equipment Maint	110.00	0.39	0.00	(110.00)	865.03	1.08	1,135.00	269.97
5831 Miscellanious Repairs	0.00	0.00	0.00	0.00	13.75	0.02	250.00	236.25
5832 General Maintenance	2,103.00	7.47	0.00	(2,103.00)	2,829.39	3.55	3,500.00	670.61
5840 Security System - Alarm Mainte	138.52	0.49	0.00	(138.52)	544.52	0.68	500.00	(44.52)
5851 Signage for Building	7.45	0.03	0.00	(7.45)	85.45	0.11	50.00	(35.45)
5870 Equipment Hire	0.00	0.00	0.00	0.00	115.20	0.14	687.00	571.80
5890 First Aid Supplies	81.75	0.29	0.00	(81.75)	165.60	0.21	75.00	(90.60)
5910 Landscaping Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	410.00	410.00
5920 Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	525.83	525.83
5930 Bank Charges	114.00	0.40	0.00	(114.00)	362.32	0.45	400.00	37.68
5962 Petty Cash - CDM Office	42.45	0.15	0.00	(42.45)	42.45	0.05	50.00	7.55
6001 Refunds	315.03	1.12	0.00	(315.03)	461.62	0.58	100.00	(361.62)
6100 Computer Software	474.00	1.68	0.00	(474.00)	823.00	1.03	250.00	(573.00)
6110 Air Conditioning	0.00	0.00	0.00	0.00	300.00	0.38	0.00	(300.00)

Time: 11:48:24

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6111 Council Chamber	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00
	38,340.24	136.14	0.00	(38,340.24)	131,569.87	164.94	248,039.09	116,469.22
Net Profit/(Loss):	(10,178.59)	(36.14)	0.00	(10,178.59)	(51,801.86)	(64.94)	(99,999.95)	48,198.09

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